



JWA Workday Training

Submitting Expense Reports - Mobile

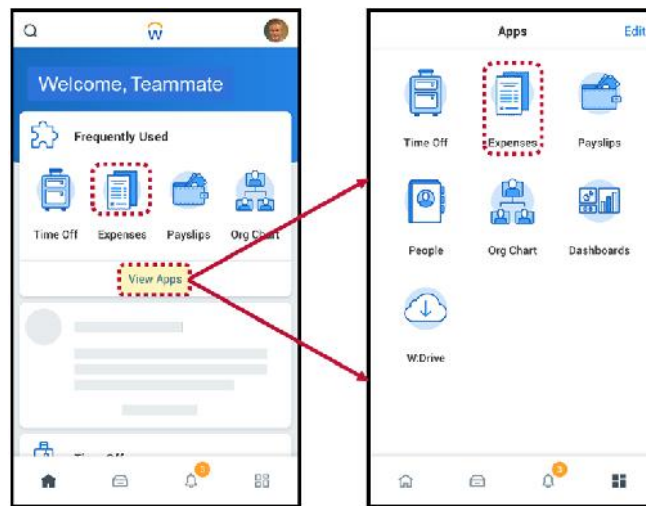
Submitting Expense Report via Mobile

This module covers:

- Creating Expense Line Items
- Attaching supporting Receipts
- Creating Expense Report
- Submitting Report
- Mileage Reimbursement

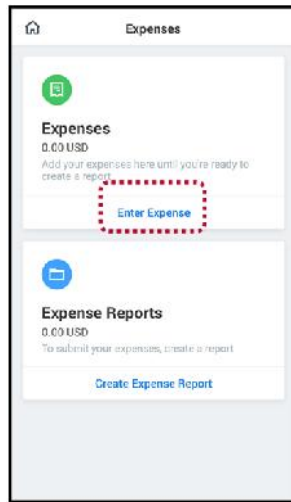


Expense Worklet on Home Page



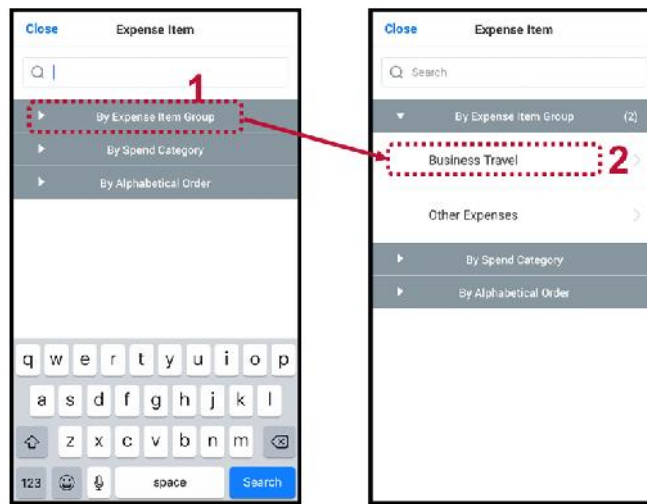
After Logging In, on the Home Page, select “**Expenses.**” If you do not see “**Expenses**” on your “**Frequently Used**” screen, click on “**View Apps**” to expand the Home Screen to all available Worklets.

Expense – Main Screen



On the **“Expenses”** Screen, press **“Enter Expenses.”** *Note, you will do this function for each expense item.*

Example #1 – Individual Meal during Travel



At the “**Expense Item**” screen:

1. Select “**By Expense from Group**” (Recommended).
2. When the “**By Expense from Group**” menu expands select “**Business Travel.**”

Example #1 - Completing Required Information

The image shows two screenshots of a mobile application interface for entering expense information. The left screenshot displays the 'Expense Item' form with fields for Date, Expense Item, Amount, Currency, and Memo. The right screenshot displays the 'Expense Item' dropdown menu with various categories. Red dashed boxes and numbers 1, 2, and 3 indicate the steps to complete the form: 1. Select the Date, 2. Click the dropdown menu, and 3. Select the applicable item (Meals (During Travel)).

For the line item:

1. Select the **“Date”** the expense occurred.
2. In the **“Expense Item”** section, click on the **Dropdown** menu.
3. **Scroll** to the applicable item and click the **Circle** to populate.

Note, **Do Not** Press “Done” for iPhones or “ ” for Android on either screen.

Example #1 - Completing Required Information

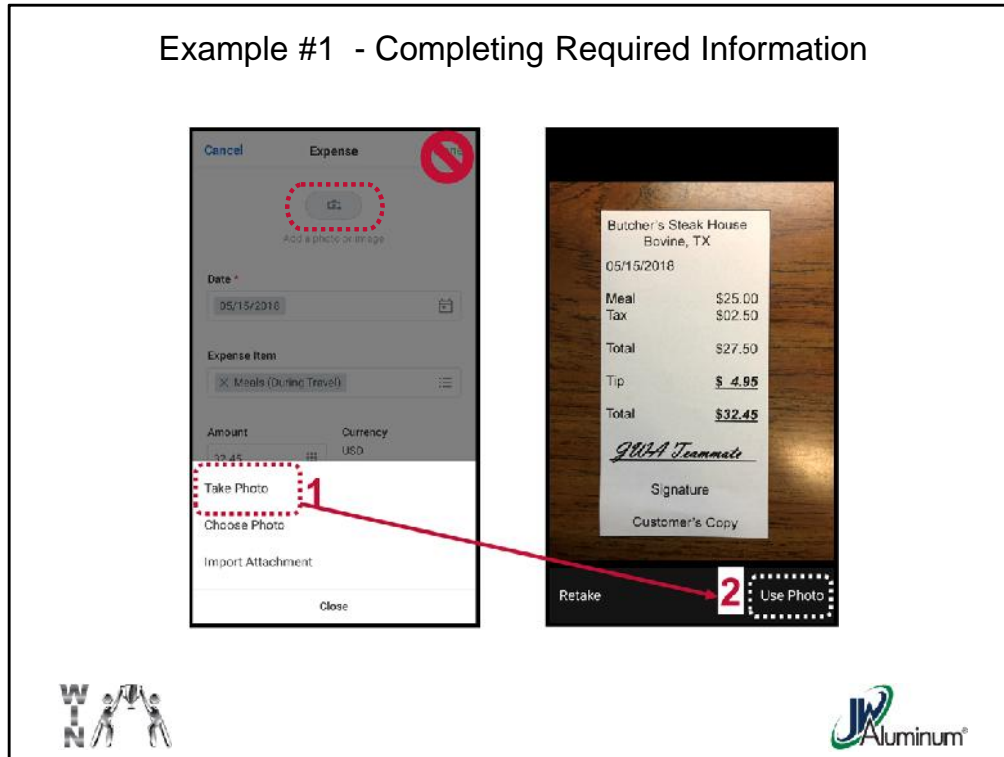
The image shows two screenshots of a mobile application interface for entering expense information. The left screenshot shows the initial form with fields for Date, Expense Item, Amount, Currency, and Memo. The right screenshot shows the Amount field with a numeric keypad overlay. Red dashed boxes and arrows highlight the steps: 1. Clicking the keyboard icon in the Amount field, 2. Entering the amount '32.45', and 3. Clicking the 'Close' button on the keypad.



Enter the “**Amount**” of the Expense by:

1. Clicking on the **Keyboard Icon** in the “**Amount**” section of the screen.
2. **Enter** the total amount from the receipt.
3. Click “**Close.**” **Do Not Click “Done”** for the iPhone or the “ ” for the Android.

Example #1 - Completing Required Information

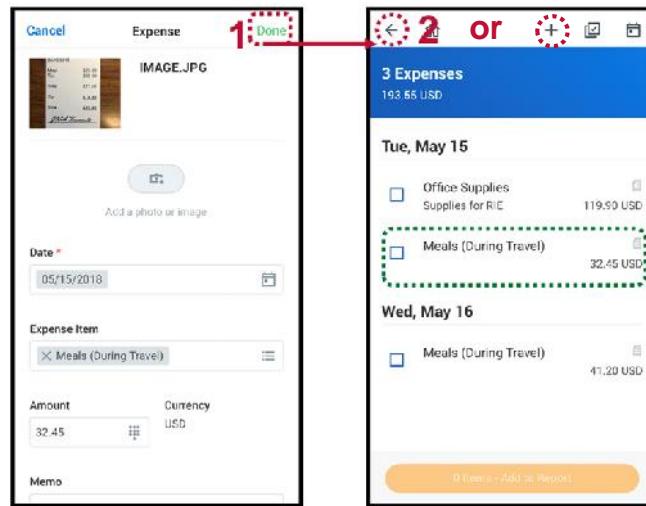


Click the **Camera** Button at the top of the screen.

When the **Photo options** appear select the option of choice. For these examples, **"Take Photo"** is selected.

After photographing the receipt, select **"Use Photo"** if satisfied, or **"Retake"** if otherwise.

Example #1 - Reviewing & Completing Required Information



After Photo uploads review the screen for accuracy. If satisfied:

1. Press “**Done**” at the top of the iPhone screen or “ ” for Android.
2. An pending expenses summary will appear. Confirm the item is present and accurate. Unless the item you entered is the only one you will submit, **Do Not** press the “**# Items – Add to Report**” at this time. That will be covered later. Press the “←” button to return to the “**Expense**” main screen or the “+” sign at the top of the screen to add another expense.

Example #2 – Individual Meal during Travel

Cancel

4

1

2

3

5

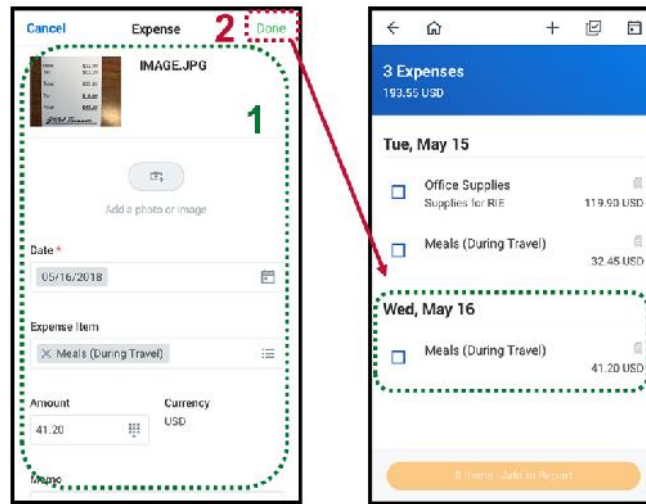
Crabby's Seafood
Galveston, TX
05/16/2018
Meal \$32.00
Tax \$03.20
Total \$35.20
Tip \$ 6.00
Total \$41.20
JWA Tammets
Signature
Customer's Copy
Retake Use Photo



Using the same path as previous slides, this is another example of a meal during travel. On the line-item screen:

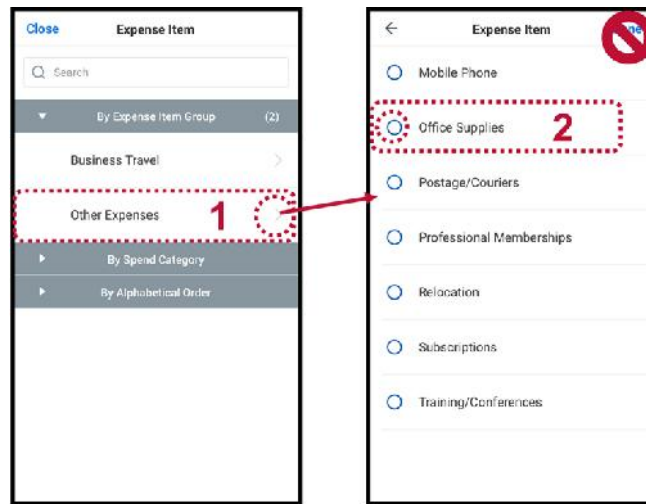
1. Enter the “**Date**” of the expense.
2. Using the **Dropdown** Menu, select the type of “**Expense Item.**”
3. Using the **Keyboard** Icon enter the total “**Amount**” of the expense.
4. Click the **Camera** Icon.
5. Take a snapshot of the photo and select “**Use Photo**” to upload.

Example #2 - Completing Required Information



1. Review the line-item summary screen.
2. Press “**Done**” when satisfied. The line-item will be reflected on the pending expenses summary screen. Press the “<” button to continue adding more items.

Example #3 – Office Supplies



This is an example of an “**Other Expense.**” In this example, “**Office Supplies.**” After selecting “**By Expense from Group:**”

1. Select “**Other Expenses.**”
2. **Select** the applicable item by clicking the **Circle** beside the item.

DO Not click the “**Done**” or “ ” yet.

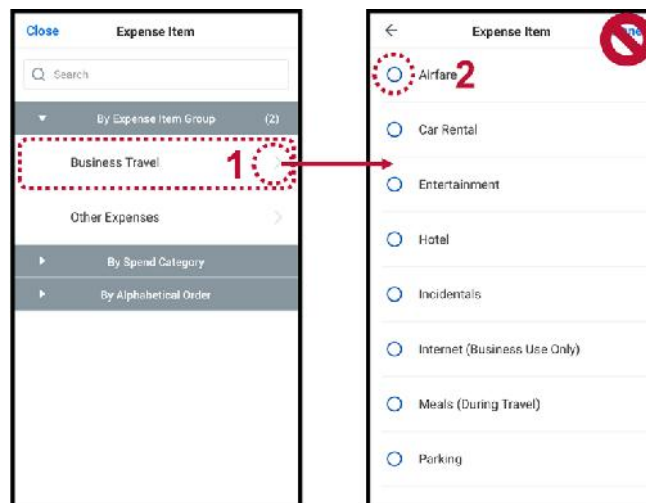
Example #3 - Completing Required Information

The image displays two screenshots of a mobile application interface for reporting expenses. The left screenshot shows the 'Add a photo or image' step, with a red dashed box highlighting the 'Amount' field (119.90) and a red '2' next to the camera icon. The right screenshot shows the 'Review' step, with a green dashed box highlighting the entire form and a green '3' next to the 'Date' field (05/15/2018). A red '4' is next to the 'Done' button.



1. Enter the “**Amount**” of the expense.
2. Click the **Camera** Icon, take photo, and select “**Use Photo.**”
3. Review the summary of the line-item. If satisfied, select “**Done**” or “.”

Example #4 - Airfare



This is an example of an “**Air Travel**” expense. After selecting “**By Expense from Group**”:

Select “**Business Travel.**”

When the Business Travel menu expands, click the **Circle** beside “**Airfare.**”

Do Not click “**Done**” or “ ” at this time.

Example #4 - Completing Required Information

The image displays two screenshots of a mobile application interface for reporting expenses. The left screenshot shows the 'Expense Item' screen with fields for Date, Expense Item, Amount, Currency, and Memo. Red dashed boxes and numbers 1, 2, and 3 highlight the Amount field, the Memo field, and the camera icon respectively. A red 'X' icon is in the top right. The right screenshot shows the 'Expense' screen with a receipt image, a camera icon, and the same fields as the left screen. Green dashed boxes and numbers 4 and 5 highlight the camera icon and the 'Done' button respectively.



Enter the total “Amount” from the receipt.

1. Enter the trip details (To and From) in the “**Memo**” section. **This is mandatory for airfare reimbursement.**
2. Click the **Camera** Icon, take photo, and “**Use Photo**” to capture the receipt.
3. When the line-item summary screen reappears, review for accuracy.
4. If satisfied, press “**Done**” or “.”

Submitting Expense Report

The image displays two screenshots from a mobile application. The left screenshot, titled 'Expenses', shows a summary of expenses and reports. A red dashed box with the number '1' highlights the 'Create Expense Report' button. A red arrow points from this button to the 'Business Purpose' section of the 'Create New Report' screen on the right. The 'Create New Report' screen has a red dashed box with the number '2' highlighting the 'Business Purpose' dropdown menu.



After Clicking on the **“Expenses”** Worklet on the **Home Screen**:

1. On the **“Expenses”** screen Click **“Create Expense Report.”**
2. On the **“Create New Report”** screen, in the **“Business Purpose”** section, click on the **Dropdown Menu Box**.

Creating Report – Business Purpose

Close Business Purpose

- ☐ Internal Meeting/Event
- ☐ License and Fees
- ☐ Office Supplies
- ☐ Other
- ☐ Prospect Visit
- ☐ Relocation
- ☒ R/E Event
- ☐ Supplier Meeting/Event
- ☐ Training

Cancel Create New Report Done

Memo

Company *
JW Aluminum Company

Expense Report Date *
05/20/2019

Business Purpose *
R/E Event

Cost Center *
725 Human Resources

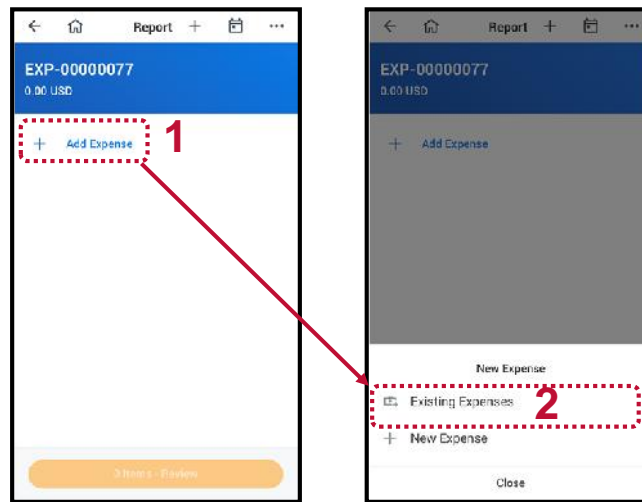
Location *
Corporate



When the “**Business Purpose**” menu appears:

1. Select the applicable purpose by clicking the **Circle** beside the purpose.
2. Confirm the desired selection populates in the “**Business Purpose**” section of the “**Create New Report**” Screen.
3. When satisfied, click “**Done.**”

Creating Report – Adding Expenses



When the “**Report**” screen appears:

1. Click on “**+ Add Expenses.**”
2. Under “**New Expense**” Click “**Existing Expenses.**”

Creating Report – Submitting Expenses

The image shows two screenshots of a mobile application interface for submitting expenses. The left screenshot, titled 'Cancel' at the top, displays a list of expenses for three dates: Tue, May 15; Wed, May 16; and Fri, May 18. Each expense has a checkbox next to it. A red arrow labeled '1' points to the first checkbox, and a red arrow labeled '2' points to the 'Next' button at the top right. The right screenshot, titled 'Cancel' and 'Review' at the top, shows a summary of the expenses with a 'Reimbursement' amount of 943.55 USD. A green arrow labeled '3' points to the 'Reimbursement' amount, and a red arrow labeled '4' points to the 'Submit' button at the bottom.

Date	Expense	Amount (USD)
Tue, May 15	Office Supplies Supplies for RIE	119.90
Tue, May 15	Meals (During Travel)	52.45
Wed, May 16	Meals (During Travel)	41.20
Fri, May 18	Airfare Flying round trip from Charle..	751.00

Reimbursement: 943.55 USD

Personal: 0.00 USD

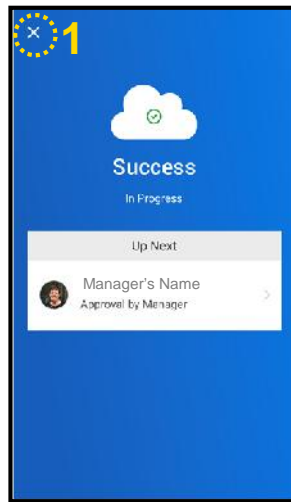
Company Paid: 0.00 USD

Prior Balance Applied: 0.00 USD



1. On the summary sheet listing all pending expenses, click the box to add a **Check Mark** beside each applicable expense, or the **Check Mark Box** located to “**Next**” to select all expenses.
2. Click “**Next**” at the top of the screen.
3. Confirm “**Reimbursement**” amount.
4. When satisfied, click “**Submit**” at the bottom of the screen.

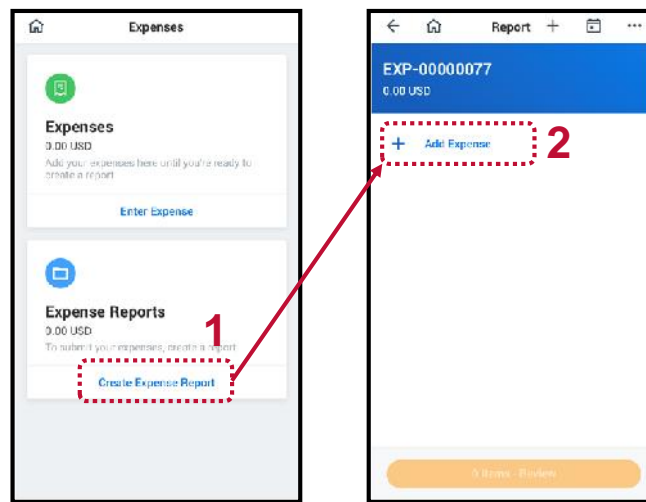
Submission Confirmation



Upon Successful Submission a Confirmation Screen appears.

1. Click the “X” at the top of the screen to close the screen.

Submitting Mileage Reimbursement No Car Allowance

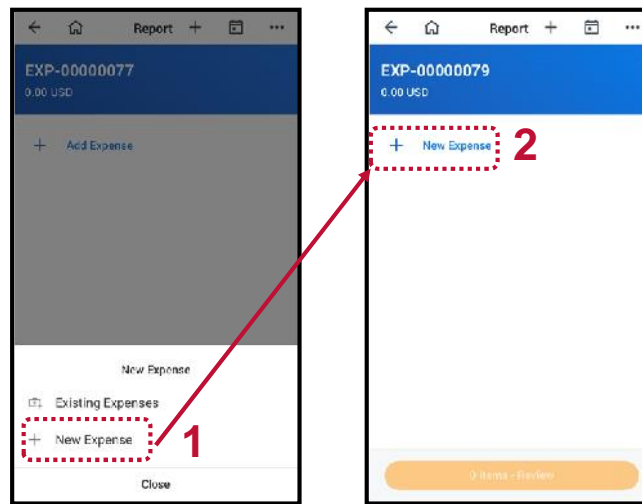


There are two options for mileage allowance, one for teammates without a car allowance and one with. The difference in the reimbursement rate based on the U.S. Tax Code. The first example is without a car allowance.

Click the **“Expenses”** Worklet on the **Home Screen**, then:

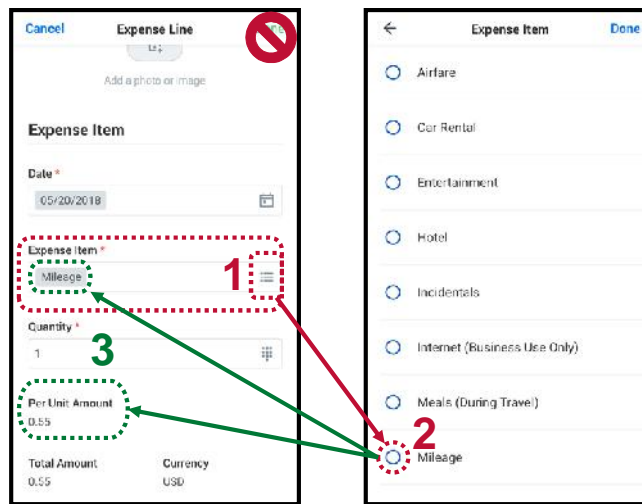
1. On the **“Expenses”** screen click **“Create Expense Report.”**
2. On the **“Report”** screen click **“+ Add Expense.”**

Expense Report – Adding New Mileage



1. In the “**New Expense**” dialog box, click “**+ New Expense**.”
2. On the “**Report**” screen, click “**+ New Expense**” again.

Identifying Mileage Type and Rate

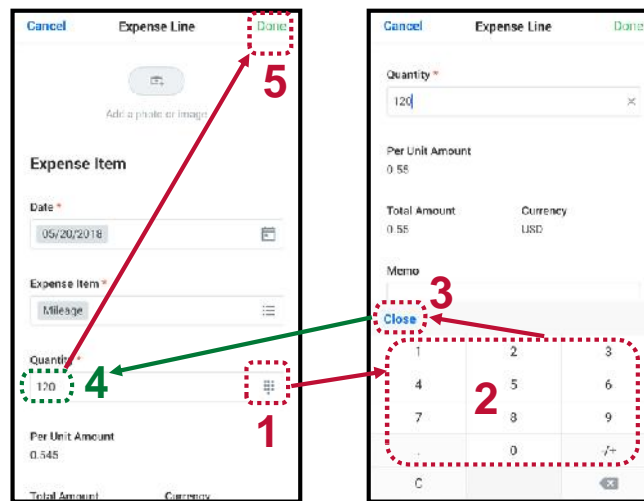


When the “**Expense Line**” screen appears:

1. In the “**Expense Item**” section, click on the **Dropdown** menu icon.
2. When the “**Expense Item**” menu appears click on the **Circle** beside “**Mileage.**”
3. When the “**Expense Line**” screen reappears confirm the correct “**Expense Item**” and the “**Per Unit Amount.**” For reimbursement without a car allowance the rate is **\$0.55**.

Note – Do Not Click “Done” at this time.

Adding Mileage Quantity



Add the “**Quantity**” of miles by:

1. Clicking on the **Keyboard** Icon in the “**Quantity**” section.
2. When the keyboard appears enter the number of miles.
3. Click “**Close.**” *Do Not click “Done” at this time.*
4. Confirm the “**Quantity**” credited the correct miles.
5. Click “**Done**” to Submit.

Submitting Mileage Reimbursement With a Car Allowance

The image shows two screenshots of a mobile application interface for submitting expenses.

Left Screenshot (Expense Line):

- Buttons: Cancel, Expense Line, Done
- Section: Expense Item
- Date: 05/20/2018
- Expense Item: Mileage - Car Allowance (highlighted with a red dashed box and labeled 1)
- Quantity: 1 (highlighted with a green dashed box and labeled 3)
- Per Unit Amount: 0.18 (highlighted with a green dashed box and labeled 2)
- Total Amount: 0.18
- Currency: USD
- Memo

Right Screenshot (Expense Item):

- Buttons: Expense Item, Done
- Options: Entertainment, Hotel, Incidentals, Internet (Business Use Only), Meals (During Travel), Mileage, Mileage - Car Allowance (highlighted with a red dashed box and labeled 1), Parking

Arrows indicate the flow: from the 'Mileage - Car Allowance' option in the right screenshot to the 'Expense Item' dropdown in the left screenshot (labeled 1), and from the 'Per Unit Amount' field in the left screenshot (labeled 2).



This is the process for submitting for reimbursement for the teammates who have a car allowance.

When the “**Expense Line**” screen appears:

1. In the “**Expense Item**” section, click on the **Dropdown** menu icon.
2. When the “**Expense Item**” menu appears click on the **Circle** beside “**Mileage – Car Allowance.**”
3. When the “**Expense Line**” screen reappears confirm the correct “**Expense Item**” and the “**Per Unit Amount.**” For reimbursement with a car allowance the rate is **\$0.18**.

Note – Do Not Click “Done” at this time.

Entering Miles

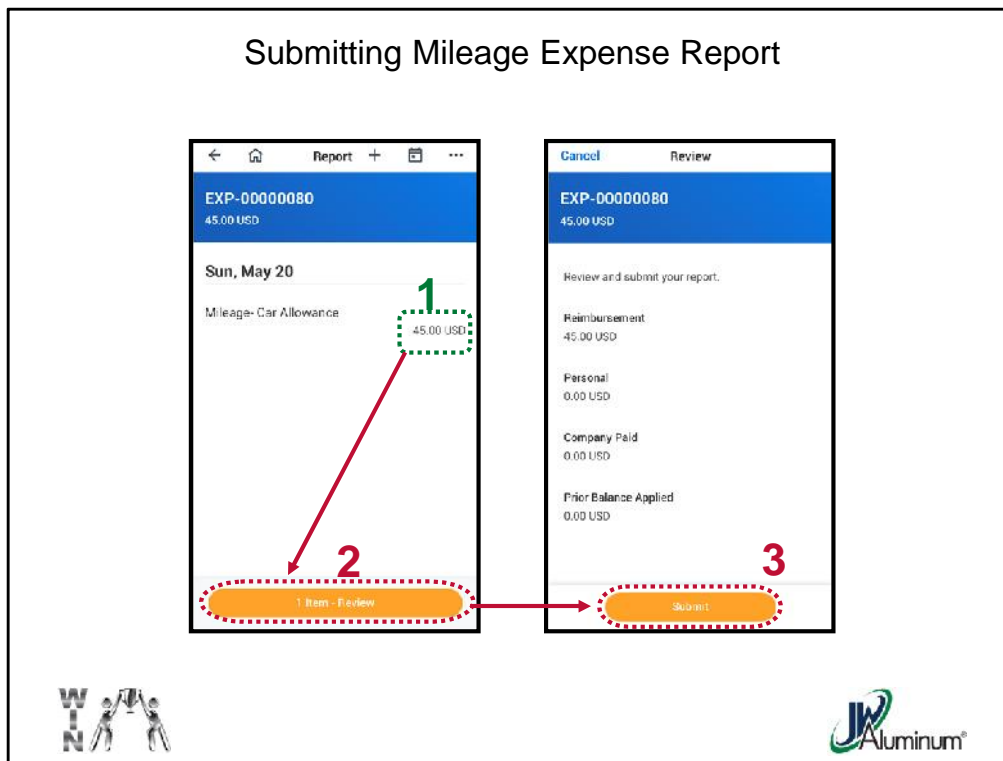
The image shows two screenshots of a mobile application interface for entering miles. The left screenshot shows the 'Expense Line' screen with fields for 'Expense Item', 'Date', 'Expense Item', 'Quantity', 'Per Unit Amount', 'Total Amount', 'Currency', and 'Memo'. The right screenshot shows the 'Quantity' input screen with a numeric keypad. Red dashed boxes and arrows indicate the sequence of steps: 1. Clicking the keyboard icon in the 'Quantity' field. 2. Entering the number of miles on the keypad. 3. Clicking the 'Close' button. 4. Confirming the 'Quantity' field. 5. Clicking the 'Done' button.



Add the “**Quantity**” of miles by:

1. Clicking on the **Keyboard** Icon in the “**Quantity**” section.
2. When the keyboard appears enter the number of miles.
3. Click “**Close.**” *Do Not click “**Done**” at this time.*
4. Confirm the “**Quantity**” credited the correct miles.
5. Click “**Done**” to Submit.

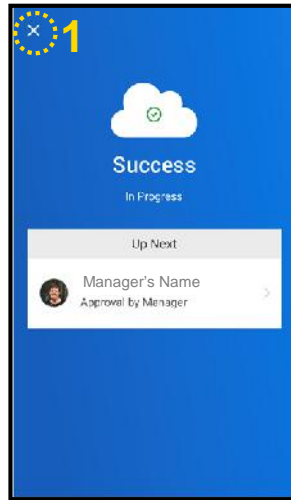
Submitting Mileage Expense Report



After pressing "**Done**" on the "**Expense Line**" screen, regardless of the mileage type, the "**Report**" Screen reappears. To close out and submit the report:

1. Confirm Mileage reimbursement is correct.
2. Click the "**1 Item – Review**" button at the bottom.
3. On the "**Review**" Screen, review for accuracy, then press the "**Submit**" button at the bottom of the screen.

Submission Confirmation



Upon Successful Submission a Confirmation Screen appears.

1. Click the “X” at the top of the screen to close the screen.